



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROPERTY VALUATION PROGRAM COORDINATOR

Job Number: 20001812

Job Code: 95650V000101

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates property assessment and collection programs on a statewide basis; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Certified Assessment Evaluator (CAE), Senior Kentucky Assessor (SKA), or graduate of a college or university with a bachelor's degree in accounting, business administration, commerce, economics, finance, statistics or a related field.

EXPERIENCE:

Must have five years of experience in the processing, administration, preparation or auditing of taxes, including three years of property valuation experience.

Substitute EDUCATION for EXPERIENCE:

Graduate study in accounting, business administration, commerce, economics, finance, statistics or related field will substitute for the general experience requirement on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the processing, administration, preparation or auditing of taxes, or in property appraisal will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Advises county officials and Property Valuation Administrators (PVAs) on matters relating to property tax questions. Advises management of local valuation, state valuation, and technical support on legal and administrative problems. Performs research and proposes solutions to highly complex valuation problems. Develops appraisal manuals for use by PVA and Department staff. Conducts computer assisted mass appraisal (CAMA) projects, including database development, data transfer and analysis, market analysis, modeling and ratio analysis. Supports CAMA effort by providing assistance and training to PVAs in project areas. Assists in the development of manuals, courses and workshops utilized in the Education Program. Conducts performance evaluations of PVA offices and compiles reports on results of performance evaluations. Assists PVAs in the valuation of unique or complex properties and in the defense of values under appeal.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.